

Form A-1: Long Form Application Checklist

Name of Applying Organization: _____

Completing this form is NOT a substitute for reading the entire Guidelines publication.

Please submit an original plus 13 copies of the following **in the following order**:
Please 3-hole-punch all copies. DO NOT 3-hole punch the original.

REQUIRED DOCUMENTS

- ☐ Form A-1: Long Form Application Checklist (Authorized signature required)
- ☐ Form B: Application Cover Page
- ☐ Form C: Project Summary
- ☐ Form D: Mission Statement, Goals and Objectives
- ☐ Narrative Section (Refer to Guidelines)
- ☐ Table 1: Audience and Visitor Information
- ☐ Table 2: Project Income
- ☐ Table 3: Project Expenses
- ☐ Budget Notes
- ☐ Form E: Board Resolution (Authorized signature required)
- ☐ Key Staff and Volunteers Roster and Short Bios
- ☐ Board Roster (and/or project planning committee) and Short Bios (voting members clearly indicated and dated)
- ☐ Articles of Incorporation (**Include with the Original copy only**) Circle here if: **On File**
- ☐ Certificate of Tax-Exempt Status (**Include with the Original copy only**) Circle here if: **On File**

NON-REQUIRED ATTACHMENTS

Applicants are highly encouraged to support and substantiate statements made in the Review Criteria Narrative with credible, relevant and current documentation, such as:

- ☐ Program information, such as festival maps and brochures, teacher guides, student guides, sample curricula or lesson plans, sample evaluation instruments (no more than 3 samples)
- ☐ Marketing Plan and up to 3 samples of marketing materials – especially helpful for applicants planning to use their CCSD funds for marketing
- ☐ Websites (up to 3 printed pages from the website)
- ☐ Recent critical reviews or feature articles (no more than 3 clippings, no older than 3 years (10 years for national publications) with dates clearly indicated)
- ☐ Support letters (no more than 3; no older than 3 years)
- ☐ Work samples, such as publications or samples of other easy-to-package projects

AUDIO-VISUAL DOCUMENTATION (OPTIONAL)

Accepted formats:

- ☐ CD or DVD containing, but not limited to: PowerPoint slide shows, Website imagery, audio files, video files, photographic documentation

*Please note, these audio-visual materials will be viewed outside the panel meeting by application reviewers and will **not** be returned.*

EXECUTIVE DIRECTOR'S CERTIFICATION:

By checking every required box above and by signing below, I certify that this application is complete, in the correct order and reviewed by me.

Printed Name and Title: _____

Signature: _____